

## Viewing and Updating Test Coordinators in the Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a public website. You can see the test coordinators for your district or building at: <https://cepi.state.mi.us/eem/>. \*\*\*Please note, if you are a test coordinator, you do not need to gain access to the EEM. You can view the information publicly, or contact your EEM authorized user if changes need to be made.

Type the name (or number) of your Entity in the search box and click “Go”:



Your entity name will prepopulate with the name. Select the name from the drop down menu:



Click on the Entity. The Administration and Contacts are displayed at the bottom of the page:



If the contacts need to be updated, contact your EEM authorized user for the district. If you do not know who the EEM authorized user is, you can contact CEPI at [CEPI@michigan.gov](mailto:CEPI@michigan.gov), or 517-335-0505 option 3.

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The following contacts can be designated in the EEM at the District and Building Level:

**\*\*Note, certain positions are District Level or Building Level only:**

- District Assessment Coordinator (District Level Only)
- English Learner Assessment Coordinator (used for WIDA and W-APT)
- Interim Assessment Coordinator (used for Early Literacy and Mathematics Benchmark K-2)
- Kindergarten Entry Assessment Coordinator (only being used for schools participating in KEA)
- MI-Access Coordinator
- M-STEP Coordinator
- Principal
- PSAT 10 Test Coordinator (Building Level Only)
- PSAT 8/9 Test Coordinator (Building Level Only)
- PSAT Backup Coordinator (Building Level Only)
- SAT Backup Test Coordinator (Building Level Only)
- SAT SSD Test Coordinator (Building Level Only)
- SAT Test Coordinator (Building Level Only) School Report Card Contact (used for accountability contact, including Scorecard)
- Technology Director (used for online M-STEP, MI-Access and Early Literacy and Mathematics Benchmark Assessment)
- WorkKeys Test Coordinator (Building Level Only)

The EEM contacts are pulled nightly into the BAA Secure Site:

<https://baa.state.mi.us/BAAsecure/Login.aspx?ReturnUrl=%2fBAAsecure%2f>,

Once logged in to the Secure Site, go to **District and School Contact** under the **Assessment Registration** menu. The screen will pull contacts used by the Michigan Department of Education (MDE) and display them in an easy-to-read format for any user of the Secure Site to view.

For assessment questions, please email [BAA@michigan.gov](mailto:BAA@michigan.gov).

For accountability questions, please email [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov).

For phone assistance with assessment or accountability issues, call 877-560-8378 and select the appropriate menu option.